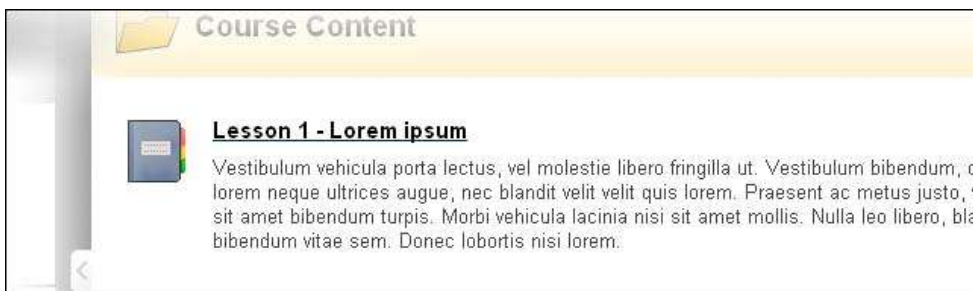


How to Use a Learning Module

What are Learning Modules?

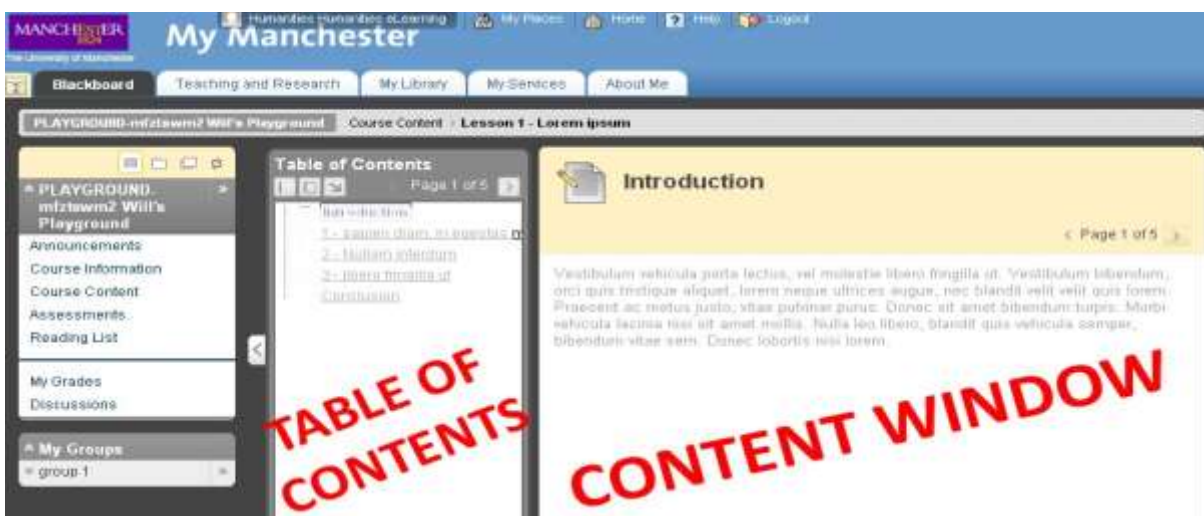
Learning Modules are a way that your course tutors can present materials and activities in a very structured way within Bb9 (Blackboard). Think of them as books in that they have a linear order, different pages for sections, and an index through which you can navigate if you wish to skip to a particular section.



An example of a Learning Module icon

The Learning Module interface

Once you enter a Learning Module you will find windows open up that approximate the screenshot below. A second menu appears on the left – this is the **Table of Contents** and gives you an overview of the sections of the Learning Module with the option to jump straight to specific sections. On the right is the **Content Window** – this is where the material is displayed that relates to the items within the Table of Contents.



The Learning Module interface

How to navigate through a Learning Module

There are two ways to navigate around a Learning Module.

1. The **Table of Contents** (circled on the left) is a series of clickable links that take you to different pages of the Learning Module. So if you were working your way through the Learning Module you would click on each of these one at a time. In some Learning Modules you may find that you cannot jump ahead – your tutor may have set up the Learning Module to force you to go through the material in a structured way.
2. The **Page forwards** and **backwards** buttons at the top right of the Learning Module, to go forward at one page at a time.

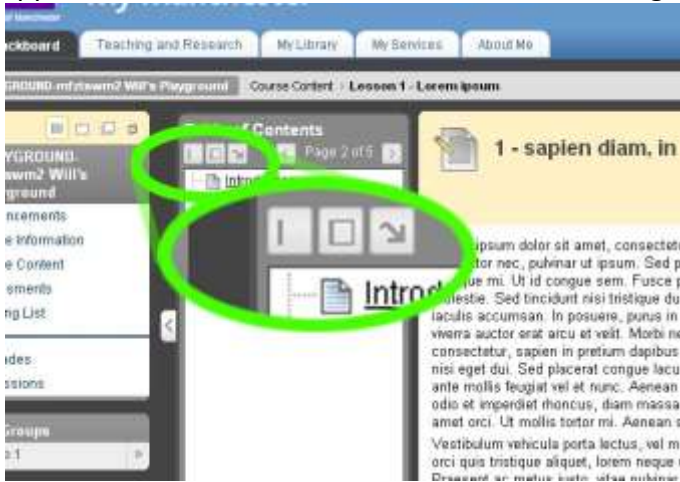
The screenshot displays the Blackboard interface for a Learning Module. At the top, there is a navigation bar with 'My Manchester' and 'My Places'. Below this, a secondary navigation bar includes 'Teaching and Research', 'My Library', 'My Services', and 'About Me'. The main content area is titled 'PLAYGROUND-mfztswm2 Will's Playground' and 'Lesson 1 - Lorem ipsum'. On the left, a 'Table of Contents' sidebar is visible, listing 'Introduction', '1 - sapien diam, in egestas magna', '2 - Nullam interdum', '3 - libero fringilla ut', and 'Conclusion'. The 'Table of Contents' is circled in green. The main content area shows a document titled '1 - sapien diam, in egestas magna' with a 'Page 2 of 5' navigation control circled in green. The document content is a placeholder text (Lorem ipsum).

Ways to navigate around a Learning Module

Making the Content Window bigger

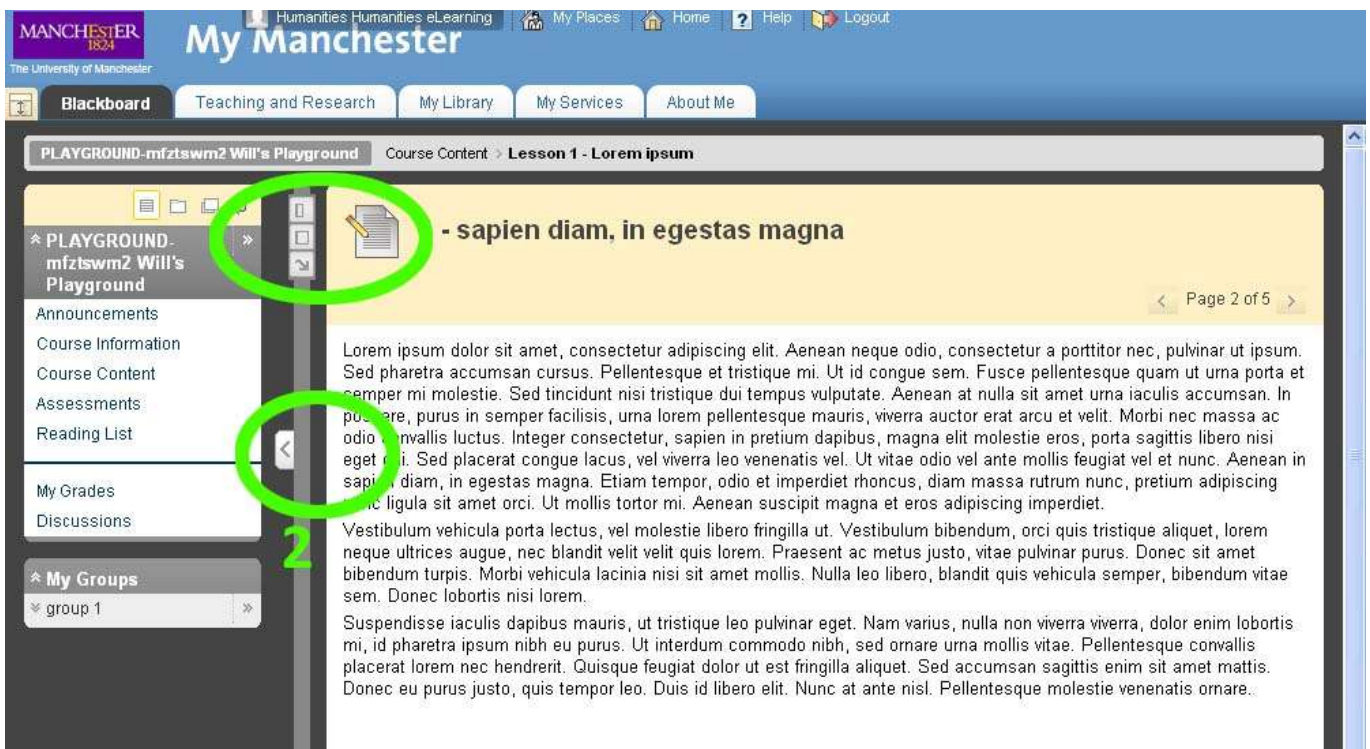
With the extra Table of Contents you may find that your view of the content is too small, and you prefer to see a bigger area to view of the material. This is likely to be particularly the case where you have a smaller screen resolution. Luckily Blackboard have built in a couple of ways to make the viewing area a bit bigger.

At the top of the Table of Contents there are two buttons that minimise the Table of Contents so that it appears as a thin vertical bar. This makes a nice big viewing area.



How to minimise the Table of Contents

If you then need to navigate to a different section of the Learning Module you need to expand the Table of Contents again by looking for a similar set of buttons at the top of the vertical bar as highlighted by the top circle below.



Buttons to expand the Table of Contents, and minimise the Course Menu

If you would like an even bigger viewing area of the Content Window you can also minimise the overall Course Menu by using the button highlighted by the lower green circle in the screenshot above (numbered 2). In fact you will find this function is possible throughout of Bb9. Just remember that if you

need access to the Course Menu again you need to look for the expansion button as highlighted in the screenshot below.



The button to expand the Course Menu